

Design Services Questionnaire
for
Ticket Lobby Improvements
Kahului Airport
State Project No. AM1042-45

Experience and professional qualifications relevant to the project

This project will consist of renovations to the existing ticket lobby, central checkpoint, and baggage claim buildings. Renovations will include, but not be limited to, replacing flooring, ceilings, and walls throughout the ticket lobby, including replacing the flooring in the adjacent ground floor areas of the central checkpoint and baggage claim buildings to provide consistent flooring throughout. The project scope will also include the design of a new façade for the ticketing and baggage claim buildings along the curbside of Lanui Circle. Some areas may require hazardous material abatement, possibly involving lead and asbestos.

1. Please identify your firm's organizational chart as to how this project will be staffed by the following classifications, and the name of the employee(s) per classification. Please submit a resume of your key employee(s) for those classifications denoted by an "*". Resumes shall be limited to one page maximum per person.

Principal In Charge/Engineer VIII (equivalent to the Airports Administrator)
Principal Architect/Engineer VII (equivalent to the Engineering Program Manager)
* Associate Architect/Engineer VI (equivalent to the Section Head)
* Senior Architect/Engineer V (equivalent to the Project Manager)
* Registered Architect/Engineer IV (licensed professional)
Architect/Engineer III and below (unlicensed professional)

2. From your firm's organizational chart, as identified in Question 1, please list any projects that demonstrate your firm's proposed staffing experience and involvement in the design of airport ticket lobbies or other facilities with similar functions within the past five (5) years. Design services will include the preparation of construction drawings, specifications and cost estimates. For each project listed, please provide the following:
 - a. The location of the ticket lobby or similar facility, including existing photo(s) of the ticket lobby or similar facility.
 - b. The year that the project was completed.
 - c. Indicate the name of the client, the client's Project Manager involved in the day-to-day aspects of the project, and telephone number of the client's Project Manager.

3. Please attach 8-1/2" x 11" sketches or renderings that convey your firm's possible design concepts for the ticket lobby renovations and the ticketing building façade, highlighting design features your firm desires to be noted. Please include a rough order of magnitude construction cost of the concept.

Past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notices of deficiencies

4. Please list any projects that demonstrate your firm's experience (as compared to the proposed staff's experience in Question 2) and involvement in the design of airport ticket lobbies or other facilities with similar functions within the past five (5) years. For each project listed, please indicate the location of the ticket lobby or similar facility, including existing photo(s) of the ticket lobby or similar facility, the year the project was completed, and the name of the client. DO NOT list projects already listed in Question 2.
5. For each project listed in Question 4, describe any design features you would like to highlight, and any lessons learned that may be applicable to this project.
6. Please list your subconsultants and their discipline you intend to use on this project.

Capacity to accomplish the work in the required time

7. All firms desiring to do business in the State of Hawaii shall comply with Section 103D-310c, Hawaii Revised Statutes (HRS). These include, but may not be limited to, meeting the requirements of the Business Registration Division and the Professional and Vocational Licensing Division of the Department of Commerce and Consumer Affairs, the Department of Taxation and the Department of Labor and Industrial Relations. Go to <http://vendors.ehawaii.gov/hce/splash/welcome.html> for more information.

Out-of-state firms shall submit, with their response to this questionnaire, a copy of their General Excise Tax license and a list of their key employees registered in the State of Hawaii along with a copy of their professional architectural/engineering stamp.

8. For each key employee(s) identified in the organizational chart, as identified in Question 1, please list all of their current assignments (planning, design, construction management and other assignments) and the assignment's expected completion date.
9. Please list all of your firm's current planning, design, construction management and other contract(s) with the Department of Transportation (Airports, Harbors and Highways Division), both as a prime consultant and/or as a subconsultant, the amount of the contract(s), and the status of the contract(s). If your firm is a subconsultant, please respond with "Subconsultant" for the amount of the contract.

10. The following shall be applicable to your firm and subconsultant(s). By responding with a “Yes” or “No” to each of the following, does your firm have any objections? If the response is “Yes,” please explain your objections.
- a. The maximum allowable multiplier factor (overhead and profit rates) shall be 2.88. However, the overhead rate shall be the actual overhead rate, subject to an audit based on the Federal Acquisition Regulations. Audits performed within the last two years by the Airports Division or any other Division within the Department of Transportation will be accepted. Multipliers used on previous projects without an audit and/or federal audits will not be accepted. The profit rate shall be limited to 10% maximum. If no audits are provided, the maximum allowable multiplier factor shall be 2.50.
 - b. If your firm is selected, your firm will be obligated to staff the project with those key employee(s) listed in the organizational chart submitted in Question 1, regardless if the project is delayed. Key employee(s) shall not be replaced, unless they are no longer employed by your firm, and their replacement shall be subject to the Airports Division’s approval.
11. Assuming the evaluations for all firms responding to this questionnaire are equal, please explain why your firm should be selected. The response to this question should contain information that has not been previously provided in the responses to any of the above questions.